TEACHERS REGISTRATION BOARD TASMANIA

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Registration Policy

Teacher Registration requirements in Tasmania

Table of Contents

1. Purpose 3
2. Scope 3
3. Legislation 3
4. Policy statement 3
4.1. Principles 4
4.2. Eligibility for registration 5
5. Roles and responsibilities 5
6. Overview of the Registration Process 6
6.1. Apply for registration 6
6.2. Potential outcomes of an application for registration 7
6.3. Conditions placed on Registration 7
6.4. Review of a decision 7
7. Related Policies 7
8. Supporting information 7
9. Definitions 8

1. Purpose

This policy outlines the Teacher Registration Board of Tasmania's (TRB) requirements for the application for and renewal of teacher registration, and the considerations applied when determining whether those requirements have been met.

Together with associated guidance and information published on the TRB website, it represents the formal policy position adopted by the Board in relation to teacher registration.

This policy supports the TRB's role in ensuring that Tasmanian students are taught by qualified, competent and fit teachers.

2. Scope

This policy and procedure applies to:

- TRB staff/employees in processing applications for teacher registration.
- All individuals applying for, or renewing, teacher registration in Tasmania under the authority of the Teachers Registration Board (TRB) of Tasmania. It covers the requirements that applicants must meet, as well as the matters the Board considers when assessing applications for registration or renewal.

3. Legislation

The TRB is an independent statutory authority established under the *Teachers Registration Act 2000 (the Act)*. The *Act* establishes the TRB as responsible for regulating the teaching profession in Tasmania. Delegated officers of the TRB are responsible for registering persons under the Act and maintaining a register of Teachers and holders of Limited Authorities to Teach. The *Act* sets the legislative basis for the principles and directions set out in this policy.

4. Policy statement

Teachers play a vital role in ensuring the safety and wellbeing of students and maintaining high standards of education. To uphold these standards, applicants for teacher registration must satisfy the eligibility requirements prescribed by legislation and continue to meet those requirements throughout their teaching careers.

Teacher registration is mandatory for all teachers working in Tasmanian schools and maintaining registration is a condition of employment. The TRB will grant registration only where an applicant meets the requirements for the relevant category of registration.

Teachers and schools share responsibility for ensuring that teaching is undertaken only by appropriately registered or authorised persons.

Applicants cannot legally teach in Tasmania until notification of their registration is issued by the TRB. Teachers must renew their registration periodically in accordance with the relevant legislative and policy requirements.

4.1. Principles

This policy is consistent with the principles and benchmarks for entry and membership of the teaching profession across Australia, set out in the Australian Institute for Teaching and School Leadership (AITSL) *Framework for Teacher Registration in Australia*[1] and Australian Professional Standards for Teachers (the APST).[2] The AITSL framework embeds a consistent approach to child safety, ensuring that only suitable people can become and remain registered as teachers.

Key principles that underpin assessing applications for registration or renewal of teacher registration in Tasmania, include:

- **Qualifications** - There is a minimum qualification, including a teacher education qualification, for registration.
- **English language proficiency** - Registration requires achievement of a level of professional proficiency in English suitable for a teacher working in education settings.
- **Suitability** - Registration requires applicants to be suitable to work with children and young people and be a teacher, based on an assessment of their fitness, character, conduct and criminal history. Registered teachers must continue to meet suitability requirements to maintain their registration.
- **Provisional to full registration** - A teacher has a provisional period of registration (which reflects graduate standards) before meeting the requirements for full registration. The provisional period allows them to be employed as a teacher and undertake workplace learning and development that equips them to become proficient and meet requirements for becoming fully registered.
- **Renewal of registration** - Fully registered teachers are required to renew their registration by demonstrating ongoing proficiency against the Teacher Standards, recency of practice, continued professional learning, ongoing suitability to teach and any other requirements set by the TRB.
- **Conditions, suspensions or cancellations of teacher registration** – The TRB, as the regulator, can impose conditions, or suspend or cancel a teacher's registration if they fail to meet the required standards of personal and professional behaviour or professional performance. Teachers who have engaged in conduct that poses an unacceptable risk to child safety and wellbeing will have conditions or exclusions from registration imposed, proportionate with the risk posed.
- **Alternative authorisation to teach (Limited authority to teach)** - There is provision, in clearly defined circumstances and under specified conditions, for persons who are not eligible for provisional or full teacher registration to be authorised to teach.

[1] https://www.aitsl.edu.au/teach/national-review-of-teacher-registration/framework-for-teacher-registration-in-australia
[2] https://www.aitsl.edu.au/docs/default-source/national-policy-framework/australian-professional-standards-for-teachers.pdf

4.2. Eligibility for registration

The *Act* specifies the eligibility requirements for registration which cover qualifications, professional standards, teaching experience, English language proficiency and suitability to teach (good character and fitness to be a teacher).

Applicants must verify their identification and provide evidence to meet the following requirements:

1. Have completed an ITE course accredited by a teacher regulatory authority under the AITSL standards and procedures, or equivalent
2. Have a current *Registration to Work with Vulnerable People (RWVP)*
3. Be of good character and fit to teach (Suitability)
4. Meet minimum English language proficiency requirements
5. Commitment to the principles of the Code of Professional Ethics for the Teaching Profession in Tasmania[3] (the Code).

A valid application **also** includes the payment of the relevant fee [4] as detailed on the TRB website. Further details about each of the eligibility requirements and joining the profession are located on the Registration webpage on the TRB website.[5]

Mutual recognition

If an applicant currently holds teacher registration in any other Australian State or Territory or New Zealand, the applicant may be eligible to apply for registration with the TRB Tasmania through Mutual Recognition. Further information is available on the Recognition of Interstate and NZ Registration page on the TRB website.[6]

5. Roles and responsibilities

Schools must ensure that anyone teaching is either registered, authorised under a Limited Authority to Teach (LAT), or under the direct supervision of a registered teacher.

The Board / Teachers Registration Board (TRB)

- Ensure the relevant legislation[7] is adhered to.

Officers of the Board and TRB Deputy Director

- Has the delegated authority (of the Board and Registrar) to assess and determine applications for registration as an Officer of the Board in line with the *Teachers Registration Act 2000* (the Act).
- Is the approval authority for the Registration policy and procedure.
- Directs the policy lead to address specific Registration policy issues where appropriate.

[3] https://trb.tas.gov.au/code-of-professional-ethics/
[4] https://www.trb.tas.gov.au/fees-and-payments/
[5] https://www.trb.tas.gov.au/joining-the-profession/
[6] https://trb.tas.gov.au/recognition-of-interstate-and-nz-registration/
[7] https://www.legislation.tas.gov.au/view/whole/html/inforce/current/act-2000-098

Manager – TRB Registration Team

- Is the Policy Owner/Lead for the Registration policy and procedure.
- Has the delegated authority to assess and determine applications for registration as an Officer of the Board.
- Oversees implementation of the Registration policy and procedures within the Registration team.
- Reports any suspected breaches of the Registration process/requirements.
- Ensures the Registration policy documents and procedures are reviewed in accordance with timeframes outlined in this procedure.
- Provides advice on the Registration policy and procedures/supporting information to relevant stakeholders when required.
- Oversees the quality assurance processes for Registration documents/ information/guides/procedures.

Registration team

- Provide advice to the Policy Owner and Lead regarding the Registration policy and supporting information/guides/procedures.
- TRB officers assess and approve (or refuse) an application for registration under delegation and consistent with the provisions of the *Teachers Registration Act 2000* and other relevant policies, guidelines and procedures.
- Provide notification of decisions to applicants/teachers.
- Support teachers in maintaining their registration.
- Provide advice under Section 17 of the Act whether to place conditions on a registration (for approval).
- Provide guidance on compliance with registration conditions and reporting obligations.

6. Overview of the Registration Process

To be considered valid, an application must meet all legislative requirements. Applications that fail to meet these requirements will not proceed to assessment. An applicant is considered authorised to teach when granted registration and issued a certificate.
Applicants cannot legally teach in Tasmania until notification of their registration is issued by the TRB.

6.1. Apply for registration

Applicants must apply for registration online by creating an account at TRB Online. The process requires applicants to submit the evidence/supporting documentation needed to meet the requirements for registration, detailed on the Registration webpage.

Learn more about what is required when applying for registration on the TRB website.[8]

[8] https://trb.tas.gov.au/applying-for-registration/

6.2. Potential outcomes of an application for registration

The type of registration granted to a teacher is determined by the Board, based on the person's qualifications and other aspects of their application. Registration may include full registration, provisional registration, specialist vocational education and training (SpVET) registration, or dual registration.

The Board has delegated authority to relevant Officers of the Teachers Registration Board (TRB) to assess and determine applications for registration. Notification is provided to applicants regarding the outcome of their application.

TRB may determine the outcome of an application in several ways. These are outlined in more detail (types of registration) available on the TRB website.

6.3. Conditions placed on Registration

Applicants may have conditions placed on their registration that are specific to the applicant. Where conditions are placed on an applicant's registration, all conditions must be met or satisfied within the timeframe specified by the Board.

6.4. Concerns regarding good character or fitness to teach

If it appears likely that the Board (or delegate) may not be satisfied that the applicant is of good character or fit to be a teacher, the applicant will be provided an opportunity to appear (in person of via a written submission) before it. The Board may appoint an committee to assist and advise with a determination of good character or fitness to teach.

6.5. Review of a decision

An applicant may seek a review of a decision through Tasmanian Civil and Administrative Tribunal (TASCAT). The Appearance Policy sets out the guidance in relation to an applicant seeking to review a decision regarding good character and fitness to teach.

7. Related Policies

All TRB Policies are available on the TRB website

Legislation

- *Education Act 2016*[9]
- *Teachers Registration Act 2000* [10]
- *Code of Professional Ethics* [11]
- *Ministerial Instruction No. 16 Education Regulator Principles*[12]

8. Supporting information

Related Fact sheets and Guides - https://trb.tas.gov.au/fact-sheets/Further details about joining the profession are located on the Registration webpage on the TRB website.[13]

9 https://www.legislation.tas.gov.au/view/html/inforce/current/act-2016-051
10 https://www.legislation.tas.gov.au/view/html/inforce/current/act-2000-098
11 https://trb.tas.gov.au/code-of-professional-ethics/
12 https://publicdocumentcentre.education.tas.gov.au/library/Document Centre/Ministerial-Instruction-No-16-Education-Regulator-Principles.pdf
13 https://www.trb.tas.gov.au/joining-the-profession/

Related information available on the TRB Website - Direct links

- Eligibility for Registration - TRB website
- Maintaining Your Registration - TRB website
- Check Registration – search a Teacher's registration status
- Provisional to Full Registration (P2F)
- Highly Accomplished and Lead Teacher Certification (HALT)
- Fees and payments

9. Definitions

For the purposes of this document, the following definitions apply:

TERM	DEFINITION
The Act	Means the *Teachers Registration Act 2000*
Applicant	A person who lodges an application for registration, the renewal of registration or a change of type of registration. In the case of Limited Authority to Teach Registration, the LAT applications are initiated by the school or employer, on behalf of the person who nominates an individual in respect of a teaching position/s.
Approved program, Approved qualification(s) or experience	An Australian course accredited by a teacher regulatory authority under the AITSL standards and procedures or overseas qualification assessed as equivalent.
Education setting	Education setting is used inclusively to refer to primary and secondary schools.
Good Character	is determined by the TRB in the assessment of an applicant seeking teacher registration against criteria listed in s17J of the Act.
Fees	refers to registration fees including fees paid for more than one calendar year in advance.
Fit to be a teacher	is determined by the TRB in the assessment of an applicant seeking teacher registration against criteria in s17K of the Act.
Holder of a limited authority to Teach	means a person who holds a current Limited Authority to Teach (Section 3 of the Act).

Initial Teacher Education (ITE)	ITE is a tertiary program that provides the professional education and development of student teachers. ITE programs include four-year undergraduate degrees, such as a Bachelor of Education, or two-year postgraduate degrees with prior three-year tertiary study already completed.
Limited authority	means a limited authority granted under section 17D or extended under section 17H.
Policy	a policy provides clear directions on the Board's intent, actions and position. A policy is mandatory, provides a framework for decision-making and demonstrates legislative compliance and strategic alignment.
Registration	means full registration, provisional registration or specialist vocational education and training registration.
Renewal of registration	an application made during a registration period to renew registration in the same category.
Registered Teacher	means a person who is fully registered, provisionally registered or specialist vocational education and training registered and whose name appears on the register of teachers (Section 3 of the Act).
Specialist vocational education and training registration	means specialist vocational education and training registration granted under section 13 or renewed under section 17A.
Direct Supervision	involves a **qualified, experienced, and registered teacher** who is **physically present**, **actively observing**, **mentoring**, and **formally assessing** teaching practice. A person who is not a registered teacher or holder of a LAT, for example any **external presenters** (guest speakers, specialists, coaches), may deliver lessons or presentations, but the **registered teacher remains present and responsible** for learning outcomes and the safety, behaviour, and welfare of students throughout.
Three Year Trained	means completion of an Initial Teacher Education Qualification at tertiary level, of three years duration.

More information about all the requirements is available on the TRB website.

Document information

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Category	Operational policy